

EVENT NAME

The Great Reno Balloon Race

EVENT LOCATION

Rancho San Rafael Regional Park

EVENT DATES AND TIMES

Setup Date	9/2/14	Setup Start Time	6 a.m.
Event Start Date	9/4/14	Event End Date	9/7/14
Daily Event Start Time	5 a.m.	Daily Event End Time	11 a.m.
Dismantle Date	9/7/14	Dismantle End Time	5 p.m.

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

The Great Reno Balloon Race is the world's largest FREE hot-air ballooning event. With up to 100 balloons in mass ascension, a magnificent display of Dawn Patrol and a Friday Morning Super Glow Show, it is a beloved community event.

ON SITE CONTACT

Pete Copeland

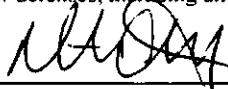
ON SITE NUMBER

742-9385

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE



EVENT COORDINATOR'S NAME

Tasha Courtney

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
☐ Special Event – Parks
☐ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)

- ☐ Amplified Sound/Multimedia
Attachment A Required
☐ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☐ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☐ Event Set-Up
Attachment F Required
☐ Park Usage
Attachment G Required
☐ Food/Beverage Service
Contact Washoe County Environmental Health Services (775) 328-2620

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	The Great Reno Balloon Race	EVENT COORDINATOR	Tasha Courtney
MAILING ADDRESS	PO Box 12695	CITY/STATE/ZIP	Reno, NV 89510
DAYTIME PHONE	826-1181	CELL PHONE	342-5031
		FAX	829-2987
WEBSITE	www.renoballoon.com	EMAIL ADDRESS	tasha@renoballoon.com
ONSITE CONTACT	Pete Copeland	CELL PHONE	742-9385
PUBLIC CONTACT	Tasha Courtney	DAYTIME PHONE	826-1181
FEDERAL TAX ID	88-0196071	<input checked="" type="checkbox"/> HOST ORGANIZATION IS NON-PROFIT <small>Proof of current non-profit status <u>must</u> be included with application.</small>	

ANTICIPATED ATTENDANCE: DAILY 40,000 TOTAL 120,000

☒ OPEN TO THE PUBLIC ☐ ADMISSION WILL BE CHARGED \$ _____

↓ FOR CITY OF RENO OFFICE USE ONLY ↓				
Application Processing Fee* 0-49 Vendors	<input type="checkbox"/> \$103.00			
Application Processing Fee* 50+ Vendors	<input type="checkbox"/> \$258.00		DATE ENTERED	
Temporary Vendor Business License	<input type="checkbox"/> \$ 15.00 x _____		FAX TO	
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/> \$ 55.00 x _____		<input type="checkbox"/> Fire <input type="checkbox"/> Zoning <input type="checkbox"/> Health	
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/> \$ 22.00 x _____			
Fire Inspection	<input type="checkbox"/> \$111.00			
Additional Fire Permits	<input type="checkbox"/> TBD	Refer to "FD" Section	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	
City Service Fee	<input type="checkbox"/> TBD	Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/> TBD	Refer to Reno Municipal Code		
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances				
TOTAL FEES			INITIALS	
TOTAL PAID				

3. Additional Information:

Will you be using any of the following? Check all that apply:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Flammable or compressed gases | <input type="checkbox"/> Exit obstructions | <input type="checkbox"/> Dust or spark production |
| <input type="checkbox"/> Fire lane or hydrant obstruction | <input checked="" type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers |
| <input checked="" type="checkbox"/> Cooking vendors | <input type="checkbox"/> Indoor vehicle display | <input checked="" type="checkbox"/> Loose seats/chairs over 200 |
| <input checked="" type="checkbox"/> Fenced area or building to be occupied by 50 or more people | | |

Separate Permit Requirements:

One or more of the following activities (\$85)

☒ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☒ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☒ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

For Additional Information Contact:

Reno Fire Department

775-334-2300

775-334-3826 FAX

RFDSpecialEvents@reno.gov

DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☐ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event -- Parks.

☒ No.

Describe refuse removal plan:

Working with Waste Management to set up large dumpsters around field. Will empty when necessary.

Other than during Special Event -- Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events -- Parks).

Method and types of recyclable material collection:

☒ cans

☒ plastic bottles

☐ paper materials

☒ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

Waste Management provides recycle bins for use at the event located around the park. They manage collection and removal from the park. They also provide solar powered bins to be used by the public.

Each year a non-profit group helps by picking up any recyclable material and putting it in the proper place.

How will you promote recycling at your event?

Recycle bins are strategically placed among our vendors and hospitality tents mainly for cardboard.